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ABSTRACT

This user's guide to conducting a preliminary search of the ERIC (Educational Resources Information Center) database on CD-ROM (Compact Disk Read-Only Memory) begins by briefly describing the types of materials found in ERIC and explains the four steps common to the any computer search: (1) definition of topic elements and formation of concept groups of related terms; (2) gathering of terms of one concept group into a basic set of records; (3) modification of this set by adding new groups of related terms; and (4) display and printing of results. Computer commands and instructions for each of these steps are provided to reinforce the menus that appear on the screen during a search. Other useful commands are also briefly described, and students who wish more thorough searches of ERIC and/or access to information in other areas are advised to speak with the reference librarians. (CGD)

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GUIDE TO SOURCES: USING ERIC on Dialog's On Disc

ERIC on CD-ROM contains education-related document and journal citations and abstracts from 1981 to 1987. It is useful both for searching for specific items and for limiting large searches by crossing several conceptual groups.

All searches share the following steps:
1. Define topic elements and form concept groups of related terms.
2. Gather the terms of one concept group into your basic set of records.
3. Modify this set by adding new groups of related terms.
4. Display or print your results.

These steps are explained in menus on the screen and in the notes below.

1. Define topic elements. Before searching, think about each element in your question, separate the elements into concept groups, and then add related terms or synonyms to each group. For example, a question about vocational counseling for disabled high school students can be divided into three working conceptual groups:

Group I	Group II	Group III
vocational preparation	disabilities	high schools
career counseling	handicapped	secondary education
skills assessment	hearing impairments	adolescents

2. Begin the search by entering terms from your first concept group. At the Main Activity Menu, use the *arrow* keys to highlight "Begin New Search" option. Press *Return*. Next highlight "Dictionary/Thesaurus Terms" to perform a basic search. Press *Return*. (Note: To obtain information about the other search options, highlight each of them and press the *F1* key.)

   Type in a search term from the **first group**. From the lists of terms which are produced, explore nearby terms by moving the *arrow* keys. Retrieve the desired terms by pressing *Return*. An asterisk will appear next to these terms. (Note: To the far right of some terms appears the message "F2 for Related Terms." Press *F2* to view/retrieve these terms. Press *Esc* when finished.)

   Type in the second search term from your **first concept group** and repeat the above step. When all related terms have been added, combine them to create your basic working set of records by pressing *F10*. Set 1 will now appear.

3. Modify your search. More exact results and fewer records can be achieved by now entering terms from your other concept groups. To do this, highlight "Modify Current Search." Press *Return*. Now, press *Return* two more times.

   Enter terms from your **second concept group** as you did for the first group, and press *F10*. A smaller, set 2 will now appear. Repeat this process with **additional concept groups** to create more precise sets of records.

FOR DISPLAY, PRINT, BREAK AND HELP COMMANDS
PLEASE SEE REVERSE SIDE

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4. To display results on the monitor. At the Main Activity Menu, highlight "Display Records." Press *Return*. Choose what portion of the record you wish to view, highlight the option, and press the *Return* key. The first record should now appear on your screen. To examine additional records, press the *Return* key. To print a record, press the *Shift* key and the *PrtSc* key at the same time.

   To print several records. Press the *Esc* key twice to return to the Main Activity Menu. Highlight "Print, Sort...." and press *Return*. Highlight "Print the records on your printer." Press *Return*. Next highlight the portion of the record you wish to print and press *Return*. Finally, type in the numbers of the records you wish to print and press *Return*.

5. Other Useful Commands

   Break. When printing, you may want to stop the production of entries by pressing the *Ctrl* and *Scroll Lock* keys at the same time.

   Help. Remember that Help screens are always available from menu screens. Simply press the *F1* key. Remove the Help screen by pressing the *Esc* key.

   Esc. Use this key to return to a previous menu.

   Browsing. To move forward one record, press either the *Return* key or the *PgDn* key. To move back one record, press the *PgUp* key.

ERIC on CD-ROM is designed for *preliminary* searches for research materials in areas related to education. For more thorough searches, and for access to information in other areas, please speak with the reference librarians at the Information Desk.

For additional information on the ERIC system, please consult the "Guide to Sources: Using the ERIC system."

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